FECFile 4.0 Build 8.0
Release date: October 2002

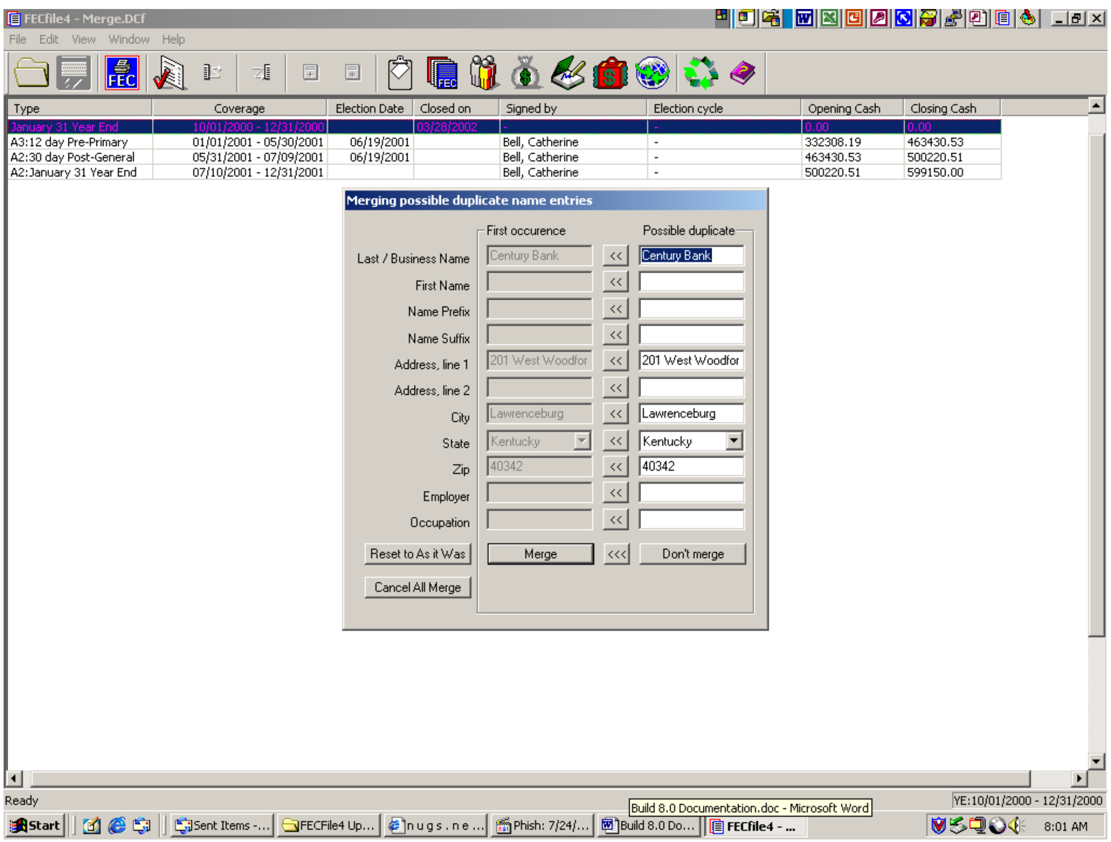
Features:

Merge utility

The Merge utility enables users to merge duplicate records (individuals/organizations). Duplicate records are instances of the same individual or organization more than once within the software's list of names where each instance of the same entity contains different information (such as addresses, phone numbers, etc.) The result is that the software views each 'different' instance of the entity as a different individual or organization. Thus incorrect aggregate year-to-date figures, itemizations and limit tracking results are produced.

The Merge utility and its operation is described below:

1. Initiate the Merge utility by clicking *File* and *Merge Names* on the toolbar menu. The Merge Duplicate Records utility will initiate.



2. The above image displays the Merge Utility's dialog window. This window displays possible duplicate records next to each easy comparison by the user. The LEFT HAND column represents the record that will remain. The RIGHT HAND column represents the record that can either be merged into the original (when a duplicate is found) or left alone as a separate record (when two entries are merely similar, but not duplicates).

3. NOTE: The software will identify all possible duplicates. Some records may be very similar, but will not be duplicates. It is the responsibility of the user to assess their records and decide to merge the records or maintain the entries as separate records. If the utility displays two records that are NOT duplicates, then select Don't Merge and the utility will then search and move to the then next possible duplicate.

4. When a duplicate is found, you may choose to update the information in the record on the right hand column by moving information over from the left. This is done by using the mouse to 'click' on the arrow between each data field. If information is mistakenly moved into the record on the right, you may click *Reset to As it Was* and all changes will be reset.

5. Click the *Merge* button to completely adopt the information in the LEFT HAND column as the master information for the individual or organization – thus merging the instances of the individual or organization into a single record.

Merge Selected Items

In addition to the above-described Merge Utility, the user can simply merge any two selected records of their choice via the Individuals/Organization Window.

1. Using the tool bar menu, click on *View* and *Individuals/Organizations*. "Tag" two duplicate records to be merged by clicking on each while holding down the **CTRL** key. Both records will now be highlighted.
2. Again using the tool bar menu, click on *Edit* and *Merge Selected Names*. The Merge Record dialog box will appear.
3. Select *Merge* and the two selected items will be merged

Limit Tracking

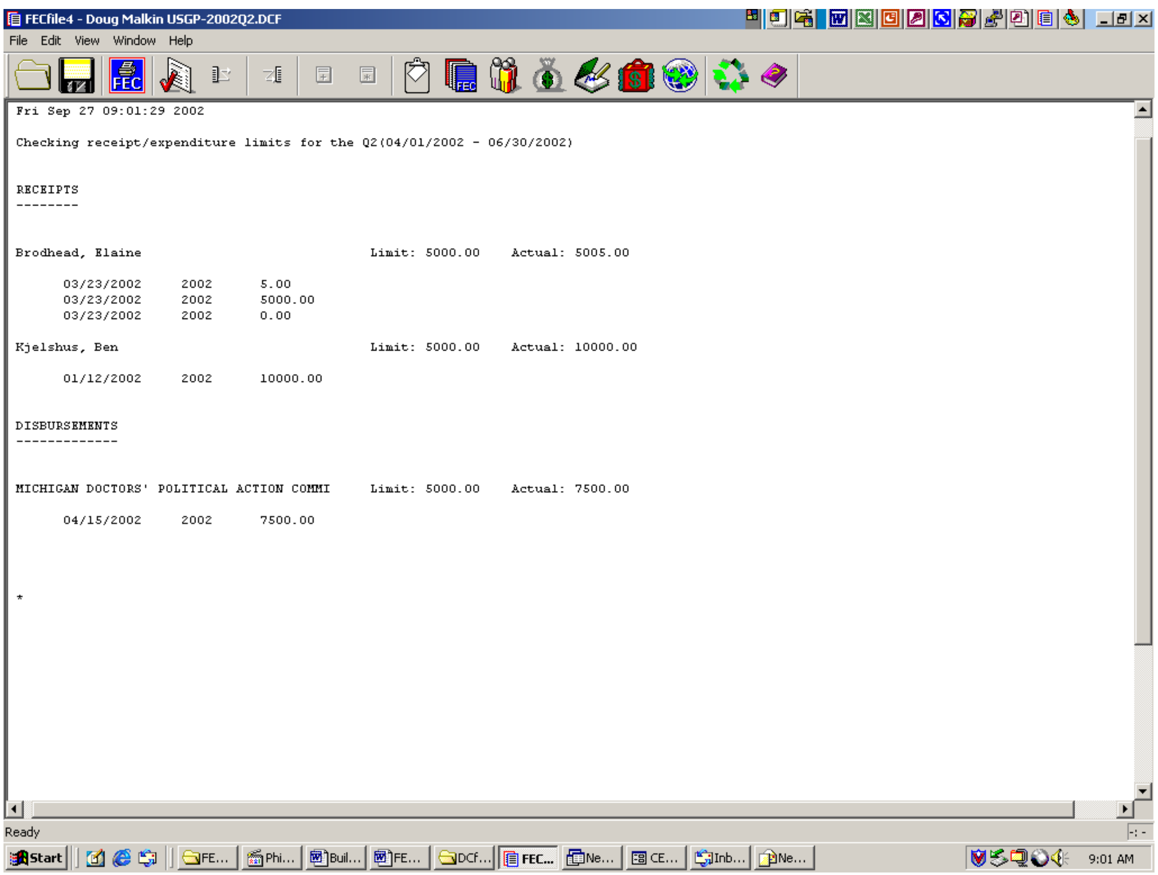
The software will allow a user to run a report that identifies possible excessive contributions received and/or disbursed. The report is designed to provide filers with the ability to check their entered data against some of the FEC's regulatory contribution limits. In order for this function to work properly, the user must insure that:

- There are no duplicate records. Use the Merge Utility, outlined above, to rectify duplicate entries.
- The proper office sought information is entered for each campaign committee record (individuals/organizations). Use the software's "Lookup" feature to view and edit record information.
- Disbursements are entered as going to the Campaign Committee (not the Candidate).
- For Candidate Committee filers, applicable receipts include *Election* and *Year of Election* data.
- *Election* and *Year of Election* fields are properly inputted on each disbursement to a Candidate Committee.

- The Multicandidate status of all qualified committees within their database are properly identified (all qualified committees in their database are noted as such by checking the Multicandidate checkbox in those committees' Individual/Organization record)
- If <u>the filer</u> (user) is a Multicandidate Committee, the Multicandidate check box must be checked in their Committee's Individual/Organization record (the red record)
- If <u>the filer</u> (user) is a National Committee, the National Committee check box must be checked in their Committee's Individual/Organization record (the red record)
- Any and all database records of National Committees include a checked National Party checkbox.

To execute the Limit Tracking utility

1. Select the *Reports* window (using the toolbar menu, click *View* and *Reports*)
2. Highlight the report on which you would like to check limits by left clicking on it once.
3. Using the toolbar menu, click *File* and *Check Limits*.



4. The results will provide the user with separate Receipt and Disbursement sections outlining the source of the excessive limit, the maximum limit allowed, the actual limit entered and a breakdown of the receipts or disbursements that constitute the actual limit.

Printable Report Views

FECFile will now allow for printable, report specific, outputs of the receipt and disbursement screens. In order to perform this function:

1. Click *View* and *Reports*
2. Highlight the report for which you would like a printout of receipts or disbursements (Click once on the report)
3. Click *File* and *Print Preview*
4. Click *Print*